

## **COMMUNITY RELATIONS**

The Foxborough School Committee believes that the Foxborough Public Schools is an integral part of the community and that community support is necessary for the Foxborough Public Schools operation and achievement of excellence. The Foxborough School Committee and Foxborough Public Schools staff members recognize that community support is based on a mutual exchange, a dynamic process in which the Foxborough Public Schools contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the Foxborough Public Schools is committed to sustaining:

- Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in Foxborough Public Schools programs, and create community advocacy for its public schools.
- Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
- Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
- Community service efforts which enable the Foxborough Public Schools staff and students to express their commitment to the community.

Policy adopted: 3-24-08

## **PARENT RELATIONS**

It is the general goal of the Foxborough Public Schools to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the Foxborough Public Schools provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. To strengthen parent participation and the home/school connection, Foxborough Public Schools provides the tool of Power School software which allows parents and students to monitor their academic progress on a regular basis in real time.

Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in all school activities and programs.

CROSS REFS.: IK Academic Achievement  
IKAB Student Progress Reports to Parents/Guardians

Policy adopted: 3-24-08

Policy Revised: 4-25-11

## NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents  
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)  
SOURCE: MASC  
REVISED: January 25, 2007  
Policy adopted: 9-8-08

## **RELATIONS WITH PARENT ORGANIZATIONS**

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Foxborough School Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Foxborough School Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of students enrolled, will designate the organization to be recognized if more than one organization makes the request.

Policy adopted: 3-24-08

## **COMMUNITY INVOLVEMENT IN DECISION-MAKING**

The Foxborough School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Foxborough School Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Foxborough School Committee to act as advisors, either individually or in groups.

The Foxborough School Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

CROSS REF.:           BDF, Advisory Committees to the School Committee

Policy adopted: 3-24-08

## **PUBLIC GIFTS TO THE SCHOOLS**

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Foxborough School Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

All cash donations or gifts that would involve changes in school plants or sites will be subject to Foxborough School Committee approval.

All gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Foxborough School Committee, as provided by law.

The Foxborough School Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37A

Policy adopted: 3-24-08

Policy Revised: 4-25-11

## **PUBLIC'S RIGHT TO KNOW**

The Foxborough School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The Foxborough School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Foxborough School Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes  
GBJ, Personnel Records  
JRA, Student Records

Policy adopted: 3-24-08

## **PUBLIC RELATIONS/NEWS RELEASES**

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The Foxborough School Committee chairman will be the official spokesman for the Foxborough School Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Foxborough School Committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

Policy adopted: 3-24-08



## **PUBLIC COMPLAINTS**

Although no member of the community will be denied the right to bring their complaints to the Foxborough School Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Foxborough School Committee. Exceptions will be made when the complaints concern Foxborough School Committee actions or Foxborough School Committee operations only.

The Foxborough School Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Foxborough School Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School Building Administrator
3. Superintendent
4. Foxborough School Committee

If a complaint, which was presented to the Foxborough School Committee and referred back through the proper channels, is adjusted before it comes back to the Foxborough School Committee, a report of the disposition of the matter will be made to the Foxborough School Committee by the Superintendent and then placed in the official files.

Matters referred to the Superintendent and/or Foxborough School Committee must be in writing and should be specific in terms of the action desired.

The Foxborough School Committee expects the professional staff to receive complaints courteously and to make a proper and timely reply to the complainant.

LEGAL REFS.: MG.L. 76:5

Policy adopted: 3-24-08

## PUBLIC COMPLAINTS

### Complaint Procedure

- (1) A parent, guardian, or other person or group who believes that M.G.L. c. 76, s. 5 or 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons therefore from the responsible Foxborough School Committee through the Superintendent and may submit a copy of such request to the Bureau of Equal Educational Opportunity of the Department of Education. If such request is made, a copy of such request shall be sent by the Foxborough School Committee to the Bureau of Equal Educational Opportunity.
- (2) The Foxborough School Committee shall respond promptly, but no later than 30 days, in writing to the complaining party. The Foxborough School Committee shall also send a copy of its response to the Bureau of Equal Educational Opportunity.
- (3) The Bureau of Equal Educational Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints pursuant to 603 CMR 26.00.
- (4) The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received under 603 CMR 26.09 (1) or on its own initiative, conduct reviews to insure compliance with M.G.L. c. 76 s. 5 and 603 CMR 26.00. The Foxborough School Committee and the specific school(s) involved shall cooperate to the fullest extent with such review.
- (5) In the event of non-compliance with M.G.L. c. 76 s. 5 or 603 CMR 26.00 the Board of Education may take such action as it sees fit, including, but not limited to, withholding of funds or referral of the matter to the Office of the Attorney General for appropriate legal action.

### Private Right of Enforcement

Nothing in 603 CMR 26.00 shall abridge or in any way limit the right of a parent, guardian, or person affected to seek enforcement of St. 1971, c.622 in any court or administrative agency of competent jurisdiction.

LEGAL REFS.: M.G.L. 76:5

Policy adopted: 3-24-08

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the Foxborough School Committee as a whole or to a Foxborough School Committee member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the Foxborough School Committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Foxborough School Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

LEGAL REFS.: 603 CMR 26.09 and 26.10

CROSS REF.: BEC, Executive Sessions

Policy adopted: 3-24-08

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the School District which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him/her to the building Principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the Principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the Principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Foxborough School Committee meeting. The decision of the Foxborough School Committee will be communicated in writing to all interested persons.

LEGAL REFS.: 603 CMR 26.09 and 26.10

Policy adopted: 3-24-08

## **PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

The Foxborough School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the Foxborough School Committee has adopted.
2. The Foxborough School Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material will be asked to submit a complaint in writing.
  - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question, he/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
  - c. The Superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the Foxborough School Committee.

In summary, the Foxborough School Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

LEGAL REFS.: M.G.L. 76:5

CROSS REFS.: IJ, Instructional Materials  
IJJ, Selection and Adoption of Textbooks  
IJL, Selection and Adoption of Library Materials

Policy adopted: 3-24-08

## **COMMUNITY USE OF SCHOOL FACILITIES**

It is the Foxborough School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Foxborough School Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when an educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the Foxborough School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

### Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the Foxborough School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the Foxborough School Committee

### School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Playgrounds

Any damage or loss resulting from the use of buildings, equipment, and/or facilities by the renter will be determined by the Superintendent of Schools.

- a. Assessment of the amount of payment incurred by damage or loss will be determined by the Superintendent of Schools.
- b. Additional charges for-services rendered beyond the stipulations of the permit will be determined by the Superintendent of Schools.

File: KF

- c. All repairs or replacement of damage or loss to buildings, equipment, and/or facilities under the jurisdiction of the Foxborough School Committee occurring during the period of use by the renter will be done at the expense of the renter.

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

Policy adopted: 3-24-08

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

The Foxborough School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without Foxborough School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without Foxborough School Committee permission.

For the purposes of this policy, local Parent-Teacher Organizations (PTOs) and Parent Advisory Councils (PACs) and groups representing school system employees will be considered "school groups" and will be governed by the Foxborough School Committee's policy on staff solicitations.

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBEB, Staff Gifts and Solicitations  
JJE, Student Fund-Raising Activities  
JP, Student Gifts and Solicitations  
KHB, Advertising in the Schools

Policy adopted: 3-24-08



## **ADVERTISING IN THE SCHOOLS**

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without prior permission of the Superintendent. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the Committee.

CROSS REF.:           JP, Student Gifts and Solicitations  
                              KHA, Public Solicitations in the Schools

Policy adopted: 3-24-08

## **VISITORS TO THE SCHOOLS**

The Foxborough School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Any student who wishes to have a guest in school **MUST** ask permission of one of the administrative staff **24 HOURS** in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

SOURCE: MASC

CROSS REFS.: IHBAA Observation of Special Education Programs

Policy adopted: 9-8-08

Policy revised: 4-4-11

## **RELATIONS WITH BOOSTER ORGANIZATIONS**

The Foxborough School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Foxborough School Committee.

Policy adopted: 3-24-08

## **RELATIONS WITH PUBLIC SAFETY AUTHORITIES**

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the Foxborough Public Schools schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The Foxborough School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

Policy adopted: 3-24-08

## **RELATIONS WITH PLANNING AUTHORITIES**

The Foxborough School Committee will participate in local and state planning functions that could directly affect Foxborough Public Schools and their immediate environment.

The Superintendent or designee will keep the Foxborough School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the Foxborough School Committee to influence matters in the best interests of the students, the schools and the Foxborough Public Schools.

Policy adopted: 3-24-08

## **RELATIONS WITH FOXBOROUGH LOCAL GOVERNMENT**

The Foxborough School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is Foxborough School Committee policy that administration informs elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

Policy adopted: 3-24-08